



office memorandum

DATE: July 6, 2026

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Nathan Madenwald, Utilities Engineer *NM*

SUBJECT: Approval of Work Order No. UT001 for On-Call Contract K-2526-73
Water Modeling for OTA Relocations

BACKGROUND:

Contract K-2526-73 was approved on January 27, 2026, with Garver, LLC to provide on-call professional services. Under this contract, work orders are to be assigned for work to be completed. Separately, Garver, LLC completed the water master plan including the hydraulic model for the water distribution system.

DISCUSSION:

With the Oklahoma Turnpike Authority proposed East-West Connector along Indian Hills, several water facilities will be impacted. However, since several facilities don't appear to be necessary based on the future turnpike and the water master plan recommended a new 24-inch line under Interstate 35, additional modeling is necessary to ensure the proposed modifications will meet current and future requirements.

Staff recommends approval of Work Order No. UT001 to Contract K-2526-73 in the amount not-to-exceed \$20,000 for water modeling services with funding from Professional Services Consultant Other account (31955330-44009) which has an available balance of \$17,675.00 and roll-up funds under same organization.

Reviewed by: Chris Mattingly, Director of Utilities *CM*

7-7-26
Date

[Signature]
Signature

☒ APPROVED
☐ DISAPPROVED

BY:

☒ Darrel Pyle, City Manager
☐ Shannon Stevenson, Assistant City Manager

cc: Anthony Purinton, Assistant City Attorney *AP*

WORK ORDER NO. UT001 – OTA Modeling Services _____

This Work Order, dated the 7th day of July, 2026 (the “Effective Date”), between the Norman Utilities Authority (“City”) and Garver, LLC (“Contractor”) (City and Contractor, together, the “Parties”), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services Contract K-2526-73 entered into on January 27, 2026, (“Agreement”) by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for water modeling services to assess proposed modifications by the Oklahoma Turnpike Authority East-West Connection generally from I-35 west to city limits hereinafter described as “Project” for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto (“Services”).
2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit A attached hereto.
3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit A attached hereto.
4. Termination. The term of this Work Order shall commence on the “Effective Date” and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. UT001 to be duly executed.

Garver, LLC (CONTRACTOR)

By: Mary E. Mach
Title: Vice President

Attest: Michael Nye
Project Manager

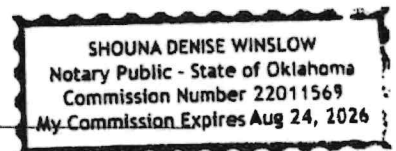
ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
COUNTY OF Cleveland) ss.

Before me, the undersigned, a Notary Public in and for said County and State, on this 26 day of May, 2026, personally appeared Mary E. Mach, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Shouna D Winslow
Notary Public



My Commission Expires: Aug 24, 2026
My Commission Number: 22011569

IN WITNESS WHEREOF, the City has caused this Work Order No. 1 to be duly executed this 7th day of July, 2026.

NORMAN UTILITIES AUTHORITY

By: [Signature]
City Manager – Norman Utilities Authority

Attest: [Signature]
Secretary – Norman Utilities Authority

The seal is circular with a rope-like border. Inside the border, the words "NORMAN UTILITIES AUTHORITY" are written in a circle. In the center, the word "SEAL" is prominently displayed. Above "SEAL" is the word "OFFICIAL" and below it is "OKLAHOMA". A small asterisk is at the bottom center of the seal.

Reviewed as to form and legality this 7 day of July, 2026.

[Signature]
City Attorney



EXHIBIT A (SCOPE OF SERVICES)

BACKGROUND

Norman Utilities Authority (City) owns and maintains the Norman water distribution system. Garver (Contractor) will perform general support tasks as it relates to waterline improvements as requested by the City when mutually agreed upon. The improvements under this work order are intended to address the turnpike improvements in the general area of I-35 and Indian Hills Road within the City service area. These tasks are anticipated to be smaller assignments and cumulatively shall be limited to the not to exceed fee as defined in Compensation and Payment.

SCOPE OF WORK

In accordance with the Master Agreement; and as described in this Work Order, the basic services include on-call services for hydraulic modeling, hydraulic analysis, and conceptual alignment review for waterline improvements within Norman.

Contractor will provide modeling and coordination services to City related to the proposed turnpike improvements and waterline relocations at I-35 and Indian Hills Road within the City's service area. The work will consist of modeling proposed improvements to confirm impact on the system and to confirm that the proposed improvements will meet the City's long-term needs. Contractor will utilize the City's existing hydraulic model (recently calibrated by Contractor) for the evaluations. The hydraulic model provided by the City will be used as provided without additional calibration for the purposes of this effort.

Specifically, the Contractor will perform the following services:

1. Hydraulic Modeling and Analysis – Contractor will evaluate proposed waterline improvements by running the City's hydraulic model to determine feasibility of waterline improvements, including relocation alignment and sizing.
2. On-Call Improvement Review – Contractor will perform on-call waterline improvement review as requested by City and according to a mutually agreed upon schedule. Contractor will evaluate conceptual alignments and identify major concerns associated with hydraulic performance and concurrence with the most recent Water Master Plan (currently being completed by Contractor).
3. Reporting – Document the hydraulic model inputs, results, and proposed infrastructure improvements in a brief one- to two-page Technical Memo for submission to the City.

PROJECT DELIVERABLES

The following will be submitted to the City by Contractor:

1. Digital files, technical memoranda, presentation materials, etc. as requested.

EXTRA WORK

The following items are not included under this Agreement but will be considered as extra work:

1. Submittals or deliverables in addition to those listed herein.
2. Design services of any kind.
3. Preparation of a Storm Water Pollution Prevention Plan (SWPPP).
4. Construction material testing.



5. Geotechnical testing.
6. Title II Services.
7. Construction administration and inspection.
8. Front end sections of construction contract documents.
9. Plan for temporary construction easement for contractor's equipment and storage of material during construction.
10. Environmental Handling and Documentation.

Extra Work will be as directed by the City in writing for an additional fee as agreed upon by the City and Contractor.

CITY'S RESPONSIBILITIES

As indicated in Master Agreement and provide requested data as necessary to complete on-call services.

COMPENSATION AND PAYMENT

The City will compensate Contractor on an hourly, not to exceed (NTE) basis for Project rendered. The hourly NTE fee is broken down below as defined in the Scope of Services:

Task Description	Total Fee Amount	Fee Type
OTA Modeling On-Call Services	\$20,000	Hourly NTE

Contractor may submit interim statements, not to exceed one per month, for partial payment for Project rendered. The statements to City will be by task for work completed. The City shall make interim payments within 30 calendar days in response to Contractor's interim statement

SCHEDULE

Contractor shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall endeavor to complete the work within the estimated duration of **30 days**.